



# CITY OF MARY ESTHER

195 CRISTOBAL ROAD N.  
MARY ESTHER, FL 32569

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CODE@CITYOFMARYESTHER.COM

## RESIDENTIAL AND COMMERCIAL BUILDING PERMIT APPLICATION

Job Site Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Project Name If Commercial: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

### Contractor

Owner Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address If Different: \_\_\_\_\_

List All State Licenses Held: \_\_\_\_\_

Description Of Work To Be Completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Cost Of Construction Contract/Full Retail Value Of Construction: \$ \_\_\_\_\_

**PLAN SUBMITTAL REQUIREMENTS:** This application must be completed in its entirety and all plans as required must be submitted and approved prior to a permit being issued. Construction may not commence until all required permits have been issued by all permitting entities involved. For construction that requires engineered plans, 3 sets of original signed and sealed engineered plans must be submitted. The applicant will receive 2 sets back after review. Commercial projects will require a separate Fire Department review by the Mary Esther Fire Department. If unsure whether certified engineered plans are required, please call the Planning and Zoning Department for verification.

**NOTICE OF ADDITIONAL PERMITTING REQUIRED:** In addition to permits issued by the City, the applicant is required to submit plans and obtain a permit from Okaloosa County Department of Growth Management. This applies to but is not limited to permit applications for all commercial construction, residential dwellings, storage sheds over 200 sq ft, carports, swimming pools, roofing, decks and boat docks.

**NOTICE TO CONTRACTOR:** The City of Mary Esther requires all contractors who provide a service within the City limits to register with the City and obtain a City of Mary Esther Contractor Tracking Certificate. Applications can be found at [www.cityofmaryesther.com](http://www.cityofmaryesther.com) or may be picked up in person at City Hall.

**SUB-PERMITTS:** The City of Mary Esther does not issue permits for work pertaining solely to electrical, gas, plumbing, heating and cooling, windows or door replacement. A permit is required to be obtained from Okaloosa County Department of Growth Management for the above described work.

**WARNING TO OWNER AND AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installation as indicated on this application. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable State and Local laws regulating construction, development and zoning. I understand that a separate permit must be secured from Okaloosa County for Interior/Exterior Construction, Electrical, Plumbing, Mechanical, Gas, Furnaces, Boilers, Heaters, Tanks, Air Conditioners, Roofing, Commercial Signage, Windows, Doors, Structural and New Construction.

**WARNING TO OWNER:** EXCEPT FOR AN IMPROVEMENT THAT IS EXEMPT PURSUANT TO S. 713.02(5), AN OWNER OR THE OWNER'S AUTHORIZED AGENT BEFORE ACTUALLY COMMENCING TO IMPROVE ANY REAL PROPERTY, OR RECOMMENCING COMPLETION OF ANY IMPROVEMENT AFTER DEFAULT OR ABANDONMENT, WHETHER OR NOT A PROJECT HAS A PAYMENT BOND COMPLYING WITH S. 713.23, SHALL RECORD A NOTICE OF COMMENCEMENT IN THE CLERK'S OFFICE AND FORTHWITH POST EITHER A CERTIFIED COPY THEREOF OR A NOTARIZED STATEMENT THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING ALONG WITH A COPY THEREOF. ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
Signature of Property Owner or Contractor \_\_\_\_\_  
Date

STATE OF: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_

The above property owner or contractor whose name is \_\_\_\_\_,  
appeared before me and is personally known by me or has produced identification (type of I.D.)  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_.

\_\_\_\_\_  
Notary's Signature

**STAFF USE ONLY BELOW THIS LINE**

Date Application Received:		Received By:		Walk In	Mail	Email
Residential	Commercial	Approved	Denied	Date:		
Submitted To Fire Department		Received From Fire Department		Applicant Notified		